

COMMUNITY INSPECTIONS SUPERVISOR (490-06)
SALARY: \$47,548.80 - \$65,520.00 annually, plus liberal fringe benefits
Management Category V

THE POSITION

This is responsible supervisory, technical and fieldwork of more than average difficulty in the inspection and enforcement activities of the Community Inspections Division of the Community and Economic Development Department.

An employee in this class is responsible for supervising code compliance officers, building inspectors, and occupational license inspectors in the enforcement of local and state regulations relating to the Minimum Housing Code, after-the-fact building code violations, land use, landscaping, and occupational and state issued beverage licenses. Work includes the interpretation of, and recommendations for changes in legal provisions governing construction and use of buildings, and promoting and maintaining harmonious relationships with individuals and neighborhood groups in the community.

The employee exercises considerable independent judgment in determining work priorities when scheduling and assigning work. Work is evaluated by an administrative superior through conferences, review of reports, direct observations of performance, and the success of the program.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Be a regular or probationary City employee serving in a current permanent appointment in any class in pay range M26 V or lower, as of the closing date of this announcement.
2. Have successfully graduated from a standard high school, or possess a G.E.D. certificate from a recognized issuing agency, preferably with college level education in architecture, public or business administration, engineering, construction, or other appropriate field.
3. Have five (5) years paid work experience in various types of building construction, code enforcement, or inspectional work, preferably including some supervisory experience or training.
4. Possess Florida Association of Code Enforcement (FACE) Level I, Level II and Level III certification or obtain such certification within one (1) year of employment.
5. Possess or be able to obtain a State of Florida driver's license with an acceptable driving record.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify.

ALL APPLICANTS MUST COMPLETE THE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION. THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE SUBMITTED AT TIME OF APPLICATION OR NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

NOTE: Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, up to **4:00 p.m.**, Wednesday, May 31, 2006

Name: _____ SSN: _____

**CITY OF FORT LAUDERDALE, FLORIDA
COMMUNITY INSPECTIONS SUPERVISOR (490-06)
ACCOMPLISHMENTS SURVEY**

INSTRUCTIONS

In this survey you are asked to describe “accomplishments” which illustrate your ability to perform the Community Inspections Supervisor’s job. “Accomplishments” are not the same as “experience.” Experience deals with the specific tasks and duties you have performed on a day-to-day basis, while an “accomplishment” deals with a particular objective, problem or situation that you dealt with and for which you achieved (or accomplished) results that you consider important.

In this survey, we are interested in your accomplishments with regard to specific skills. Be sure to begin by reviewing the enclosed skill definitions. For each skill, you are asked to cite accomplishments that illustrate your ability level in that skill area. You must cite one accomplishment for each skill area.

When describing your accomplishments, you should try to describe recent accomplishments, preferably accomplishments within the past three – five years. However, you are not restricted to this.

When describing an accomplishment, you should use the following format:

1. Describe the problem to be solved or situation with which you were faced.
2. Describe what you actually did and when (approximate dates.)
3. State the outcome or result of your action.
4. Estimate a percentage directly attributable to you for the outcome (e.g., perhaps 50% is due to the ideas or efforts of others – so, what percentage of the accomplishment was due to your ideas and efforts?)
5. Provide the name, organization, title and phone number of someone who can verify the information.
6. **YOUR ACCOMPLISHMENTS MAY BE TYPED OR HANDWRITTEN BUT MAY NOT EXCEED THE SPACE PROVIDED ON THE ENCLOSED FORMS.**

SKILL DEFINITIONS

BUILDING A SUCCESSFUL TEAM

Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.

BUILDING STRATEGIC WORKING RELATIONSHIPS

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

DECISION MAKING

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

MANAGING CONFLICT

Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature: _____

Date: _____

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND
SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ONLINE APPLICATION WEBSITE)**

BUILDING A SUCCESSFUL TEAM

Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.

Social Security Number: _____ - _____ - _____

Describe the problem to be solved or the situation you encountered:

Describe what you did and when (approximate date):

State the outcome or result of your action:

What percent credit do you claim? I claim _____% credit.

Person who can verify (Give name, title, organization and phone number):

BUILDING STRATEGIC WORKING RELATIONSHIPS

Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Social Security Number: _____ - _____ - _____

Describe the problem to be solved or the situation you encountered:

Describe what you did and when (approximate date):

State the outcome or result of your action:

What percent credit do you claim? I claim _____% credit.

Person who can verify (Give name, title, organization and phone number):

DECISION MAKING

Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Social Security Number: _____ - _____ - _____

Describe the problem to be solved or the situation you encountered:

Describe what you did and when (approximate date):

State the outcome or result of your action:

What percent credit do you claim? I claim _____% credit.

Person who can verify (Give name, title, organization and phone number):

MANAGING CONFLICT

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